

**Determination and Findings
For
Sole Source Procurement**

1. **Authorization**

D.C. Official Code § 2-354.04

2. **Minimum Need**

The DC Public Charter School Board (PCSB) has a need for a school takeover manual targeted at boards and leadership of schools considering or embarking on a takeover.

3. **Estimated Fair and Reasonable Price**

The estimated price for this contract is \$25,000- \$30,000.

4. **Facts That Justify a Sole Source Procurement**

DC PCSB is in need of a manual to assist school leaders and board with takeovers. Simmons Lettre is a consultant, advising clients on how to create, scale, sustain, and govern effective programs to catalyze public K-12 education reform. She also has significant experience with managing school closure takeover processes. Her expertise in the field and continued partnership with DC PCSB are a needed asset to create a comprehensive manual.

5. **Certification by the Contract Specialist:**

I hereby certify that the above facts are accurate and complete.

Lenora Robinson

3/8/2019

Lenora Robinson Mills
Chief Operating Officer

Date

Determination

Based on the above findings and in accordance with the PCSB procurement regulations, I hereby determine that the award of a sole source contract for the services described herein is in the best interest of the DC Public Charter School Board.

Scott Pearson

3/8/2019

Scott Pearson
Contracting Officer

Date